

# Civil Service Commission Minutes

Cincinnati, Ohio

**August 11, 2011**

The Civil Service Commission met in regular session in Room 307, Council Chambers, on Thursday, August 11, 2011. Commissioners in attendance were Mr. James Robinson, Chairman and Ms. Deborah Gaines. Mr. Robert Braddock was absent. Commission staff present included, Ms. Arnell Jackson, Assistant Civil Service Secretary and Ms. Ornita Brown, Recording Secretary.

Since minutes from the July 28, 2011 meeting had been circulated among the members, a motion to dispense with a reading of the minutes was passed and the minutes were approved.

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## HEARINGS

In the matter of the appeal of James Roper concerning his suspension from the Water Works Department, the appeal has been settled.

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In the matter of the appeal of Vaughn Harrison concerning his suspension from the Fire Department, the appeal has been settled through the grievance process.

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The Civil Service Commission has scheduled a hearing for Anthony Arnold for September 8, 2011 at 9:30 a.m. concerning his suspension and dismissal from the Water Works Department.

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The Civil Service Commission has scheduled a hearing for Charles Martin II for September 22, 2011 at 9:30 a.m. concerning his dismissal from the Fire Department.

## ELIGIBLE LISTS

- Traffic Aids Worker (Article XX) – promotional
- Wastewater Collection Pipelayer (Article XX) – promotional

## SPECIAL EXAMINERS

- Dave Cavanaugh, C. Jude Johnson, and Rob Sizemore for the Automotive Mechanic Helper exam
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**METROPOLITAN SEWER DISTRICT**

**Request from the Metropolitan Sewer District for the exceptional appointment of James McCord as an Information Technology Assistant Manager**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. McCord is qualified and the Commission previously approved this title for exceptional appointment.

**Request from the Metropolitan Sewer District for the exceptional appointment of Patrick Doyle as a Senior Computer Programmer Analyst**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Doyle is qualified and the Commission previously approved this title for exceptional appointment.

**Request from the Metropolitan Sewer District for the exceptional appointment of Denise Mustain and Michael McCoy as Plant Operator 1s**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they are qualified and the Commission previously approved this title for exceptional appointment.

**Request from the Metropolitan Sewer District for the transfer and voluntary demotion of David Taylor from an Assistant Supervisor of Fleet Services in the Public Services Department to a Water Works Maintenance Field Supervisor**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer and voluntary demotion. Mr. Taylor meets the minimum qualifications as stated in the approved classification specification.

**Request from the Metropolitan Sewer District for the promotion without exam of Patrick Kane and Mark Koch from an Electrical Maintenance Helpers to an Electrical Maintenance Worker 1s**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they have successfully completed one year of service as Electrical Maintenance Helpers.

**Request from the Metropolitan Sewer District for the promotion without exam of Robin Shafer, Joseph Berling, and Nathan Doyle from Laboratory Technician 1s to Laboratory Technician 2s**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they have successfully completed one year of service as Laboratory Technician 1s.

**Request from the Metropolitan Sewer District for the promotion without exam of Jeff Gober from a Plant Operator 1 to a Plant Operator 2 w/Class 1 license**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Gober has received his licensure.

#### **CITY MANAGER OFFICE/BUDGET AND EVALUATION**

##### **Request from the Budget and Evaluation Division for the exceptional appointment of Shannon Cowherd as a Management Analyst**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Cowherd is qualified and the Commission previously approved this title for exceptional appointment.

#### **TRANSPORTATION AND ENGINEERING**

##### **Request from the Department of Transportation and Engineering for the voluntary demotion of Alan Marois from an Assistant Supervisor of Construction Inspection to a Public Works Inspector 2**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the voluntary demotion. Mr. Marois meets the minimum qualifications as stated in the approved classification specification.

#### **EMERGENCY COMMUNICATIONS CENTER**

##### **Request from the Emergency Communications Center for the promotion without exam of Laura Vogel, Lawrence Arnold, and Mark Henriques from Operator and Dispatchers to Emergency Services Dispatch Supervisor**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they were chosen from the ten qualified and eligible employees in the employing unit.

<b>AGENDA ITEMS</b>
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##### **Request from Jeff Vogt to appeal his rejection from the Treatment Supervisor exceptional appointment process**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Vogt does not meet the minimum educational qualification as stated in the approved classification specification.

##### **Request from Cheryl Makepeace to be reinstated as a Clerk Typist 3 in the Police Department**

The staff recommended denial of the request. After review and discussion, the Commission denied the request for reinstatement, however they approved the recommendation to place Ms. Makepeace's name at the bottom of the existing Clerk 3/Clerk Typist 3 promotional eligible list. The decision was based on the fact that under the AFSCME contract reinstatement is not approved if a layoff list exists, a promotional list exists, or a complete certification has been made and the eligibles notified. In this case, there is an existing promotional list for the classification of Clerk Typist 3.

**Request from Tim Schuh to appeal his rejection from the Information Technology Assistant Manager (MSD) exceptional appointment process**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Mr. Schuh does not meet the minimum educational qualification.

**Request from Joseph Scharff to appeal his rejection from the Traffic Aids Worker (Article XX) promotional exam**

The staff recommended denial of the request. After review and discussion, the Commission approved the request. The decision was based on the information provided at the meeting that Mr. Scharff's current classification of Service Crew Leader in the Parks Department can be considered a feeder classification to the Traffic Aids Worker position in the Public Services Department to change career track with the City of Cincinnati.

**Request from the City Manager's Office/Economic Development Division to add an Administrative Specialist (Marketing Specialist) and Senior Administrative Specialist (Management Analyst) position to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title and the deletion of a Graphic Designer and Management Analyst.

**Request from the Metropolitan Sewer District to add a Wastewater Collection Inspector position to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title and the deletion of a Motor Equipment Operator 2.

**Information Item**

Layoff Statement of Rationale from the City Manager

**Information Item from July 14, 2011**

Request from the Metropolitan Sewer District to use the exceptional appointment process to fill the Supervising Engineer classification through December 2011.

**Information Item from June 23, 2011 - APPROVED**

Request from the Board of Education to use the exceptional appointment process to fill the following classifications:

- Heating, Ventilation and Air Conditioning (HVAC) Technician Assistant
- Level II Heating, Ventilation and Air Conditioning (HVAC) Controls Technician
- Level II Heating, Ventilation and Air Conditioning (HVAC) Chiller Technician

**COMMISSION MEETINGS FOR NOVEMBER AND DECEMBER 2011**

Civil Service Commission will meet on the following dates in November and December:

**November 10, 2011 AND November 17, 2011**

**December 8, 2011 AND December 15, 2011**

**Pending:**

Laboratory Technician Classification decision

**Appeals to be scheduled:**

Joseph Lee  
Augusta Steele  
Alfred Brewster  
Veno Mitchell  
Steve Byrne (2 appeals)  
Whitney Mobley  
David Johnson  
Anthony Harper  
Jasmine Wright  
James Roper